



## Parking Implementation and Governance Committee

**Meeting Date:** Friday July 10, 2017

**Time:** 8:00 to 9:00 am

**Location:** Town Manager's Conference Room, Town Hall Annex

**Attendance:** Dean Carman, Adam Chapdelaine, Laura Wiener, Corey Rateau, Leland Stein, Jill Mirak, Howard Muise, Ali Carter

**Guests:** Darcy Devney, Disability Commission

Meeting minutes. Minutes of 6/20/17 were approved unanimously. Jill abstained.

Parking Clerk's report (Dean). People have come in with tickets because they don't know how to access the 15-minutes free feature. Treasurer's office is continuing to explain it. Adam suggested that Joan could send out information through Town Notices on how to access it. Ali will work with businesses on getting the message out. HP spaces could be better marked. Adam will discuss painting HP spaces with Mike R. Dean is changing the system for in-person parking ticket appeals to 1 hour per month prior to the first Selectmen's meeting.

Parking Benefits District. Map was approved by PIGC, for submission to Selectmen for their designation of the Parking Benefits District. Adam will be discussing with Selectmen at meeting of [July 24](#). The Committee discussed changes to the list of recommended improvements. Below is the list that will go to the Selectmen.

1. Short-Term Improvements
  - a. Fix, remove, or replace broken glass fixtures in Railroad lot
2. Improve pedestrian access in and around Arlington Center
  - a. Repair/Replace sidewalks
  - b. Add pedestrian scale lighting
  - c. Provide regular sidewalk cleaning
  - d. Remove snow from sidewalks and bus stops
3. Improve access, safety and ease of use at Russell Common and Railroad Street Parking Lots
  - a. Redesign Russell Common Lot to improve layout, lighting, drainage, landscaping
  - b. Improve lighting at Railroad Lot
  - c. Improve pedestrian access to Russell Common Lot via Park Terrace
    - i. Improve sidewalk
    - ii. Add landscaping
    - iii. Improve lighting
    - iv. Add directional signs from Medford Street for drivers and pedestrians
4. Improve Bike Access
  - a. Investigate adding Hubway station
  - b. Add bike racks

5. Improve safety, access and utility of Broadway Plaza
  - a. Remove and replace bricks
  - b. Add Barrels, benches, bike racks, planters, landscaping
  - c. Invest in programming and beautification
  - d. Move bus stop from Broadway Plaza to Broadway at Franklin St, behind Fire Station
  - e. Reconsider location of taxi stands
  - f. Invest in beautification and programming
6. Invest in programming and beautification
  - a. Holiday decorations
  - b. Performance locations
  - c. Street festivals
  - d. Directory signs
  - e. Public art or murals
  - f. Hanging planters

Funding larger projects-- Dean suggested we develop a multi-year spending plan, with design in year 2 or 3, and capital spending in years 5 and 6, with some matching funds from the Town Capital Plan. Adam would like to hold back some funds for larger, longer term projects. Income from PBD can also be used to pay debt service on larger projects.

Chestnut Street signs are installed.

Loading area. Ali and Cory are working together with the merchants on loading and unloading areas that will not disturb traffic, pedestrians, other businesses, and residents. The Town Parking Rules and Orders allow 30-minute truck parking. Parking Enforcement Officers can ticket if over that time. Incorporating a loading zone can be considered when Plaza is redesigned.

Multi-space meters in the Library lot. Machines are filling up quickly with coins, making machines unusable at times. Dean will address it. Corey noted his office is looking into purchasing covers for the machines for when they are out of order.

Next meeting: [Monday August 21.](#)

*Office of the Parking  
Clerk*

*Town of Arlington, Massachusetts  
730 Massachusetts Avenue  
Arlington, MA 02476*

**Dean E. Carman  
Parking Clerk**

To: Members of the Parking Implementation / Governance

Committee (PIGC) From: Dean E. Carman, Parking Clerk

Date: July 10, 2017

Re: Parking Clerk Summary – June 13, 2017 to July 9, 2017

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Fifteen Minutes of Free Parking

It's clear from discussions with residents that many have heard about their ability to receive fifteen free minutes of parking at the meters. Unfortunately, their understanding of the process for accessing these fifteen minutes of free parking seems to be lagging. I continue to see a steady flow of appeals from residents who knew they had the ability to access fifteen free minutes of parking, but didn't realize they had to press a button on the meter.

We should continue to publicize how residents access the fifteen free minutes of parking.

Handicap Parking Violations with the New Spots

Appeals of handicap parking violations in the newly marked spots have slowed. Over the last thirty days I didn't receive a single appeal for handicap parking in the new spots. If / when the Selectmen choose to add additional handicap spaces, we should create a short-term publicity strategy to help residents with the transition as it's become apparent that many residents park in a spot by habit and are not looking for changes, then get a substantial ticket (\$200).

Water Street Lot

With baseball season coming to an end, appeals for tickets in the Water St. Lot (behind Buzzell Field) have stopped. I would assume that violations have slowed as well.

Hot Spots / Concentration of Appeals

Over the last month there was not a concentration of appeals in any one location. Of the thirty or so appeals I processed, they were spread throughout town.

Hearing Schedule

When filing an appeal, motorists have the right to an in-person hearing. I've implemented a policy that hearings will be heard once a month, on the same night as the Selectman's Meeting, beginning at 7:30PM. This is a change versus the prior policy of appeals being heard during the weekday.

If you have any questions, feel free to e-mail me or call my cell at (617) 842-8050.